



# International Internships LLC – USA Programs

Student Procedures, Pricing and Refund Policies - All fees are in (\$US)

## Overview:

The USA Internship Program is designed for Non-U.S. citizens who wish to intern in the United States for 2-18 months on a J-1, M-1 or F-1 (OPT or CPT) visa or American Citizens that don't need a visa at all. Approximately 98% of our placements are in New York City and the surrounding vicinity. We have a placement coordinator who will find an assignment or the student may find a host company on their own and we can simply facilitate the visa process. Most of our applicants use our placement service.

*Our placements are tailored and customized specifically to the applicant.* We have a short 'list' of available companies for you to choose from (see: <https://www.international-internships.com/?go=usa>) or you can apply to our CUSTOM INTERNSHIP PROGRAM IN NYC and we shop your CV around to different companies and organizations until we find one that offers a position.

**\*NOTE: Almost all internships are UNPAID.**

J-1 VISA CATEGORIES			
	INTERN	TRAINEE	OPT: OPTICAL PRACTICAL TRAINING
<b>REQUIREMENTS</b>	A Foreign national: <ol style="list-style-type: none"> <li>1) Currently enrolled in and pursuing studies (full-time) at a degree-or certificate-granting post-secondary academic institution outside of the United States</li> <li>2) Graduated from such an institution no more than 12 months prior to the program begin date, and intend to enter the United States to participate in a structured and guided work-based internship program in their specific academic field.</li> </ol>	A foreign national who has either: <ol style="list-style-type: none"> <li>1. A degree or professional certificate from a foreign post-secondary academic institution and at least one year of prior related work experience in your occupational field acquired outside the United States, or</li> <li>2. Five years of work experience outside the United States in your occupational field, and intend to enter the United States to participate in a structured and guided work-based training program in your specific occupational field.</li> </ol>	You are a foreign national who is currently studying at a U.S. university or college. The institution will change your visa status in SEVIS to OPT once we have secured your placement for you.  A reduced Placement Fee of \$1200 will still apply.
<b>DURATION</b>	Max 12 months	Max 18 months	
<b>AVAILABLE FIELDS*</b>	<ul style="list-style-type: none"> <li>• Architecture &amp; Design</li> <li>• Accounting</li> <li>• Advertising/ PR</li> <li>• Business/ Management/ Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• Architecture &amp; Design</li> <li>• Accounting</li> <li>• Advertising/ PR</li> <li>• Business/ Management/ Marketing</li> </ul>	Most fields available



# International Internships LLC – USA Programs

Student Procedures, Pricing and Refund Policies - All fees are in (\$US)

	<ul style="list-style-type: none"> <li>• Communications &amp; Media</li> <li>• Engineering</li> <li>• Fashion</li> <li>• Film/ TV/ Theater</li> <li>• Finance</li> <li>• Hotel, hospitality &amp; Tourism</li> <li>• Information Technology</li> <li>• Law &amp; Public Administration</li> <li>• Marketing</li> <li>• Media &amp; Communications</li> <li>• Sales</li> <li>• Contact us for other areas</li> </ul>	<ul style="list-style-type: none"> <li>• Communications &amp; Media</li> <li>• Engineering</li> <li>• Fashion</li> <li>• Film/ TV/ Theater</li> <li>• Finance</li> <li>• Hotel, hospitality &amp; Tourism</li> <li>• Information Technology</li> <li>• Law &amp; Public Administration</li> <li>• Marketing</li> <li>• Media &amp; Communications</li> <li>• Sales</li> <li>• Contact us for other areas</li> </ul>	
--	---	---	--

\* Our visa office does not sponsor J-1 Trainees in the following Subject Fields (U.S. citizens are exempt from this rule): Social Sciences, Library Science, Counseling, Social Services, Health-Related Occupations, and Aviation

## APPLY FOR A PROGRAM

<b>STEP 1</b>	Pay the non-refundable \$80 application fee
<b>STEP 2</b>	<p>Upload documents</p> <ol style="list-style-type: none"> <li>1. Student Registration form</li> <li>2. C.V. / Résumé</li> <li>3. Proof of Student Status or Diploma from the student’s university with the graduation date clearly indicated</li> <li>4. Transcript of courses taken is recommended but not required</li> <li>5. Cover letter (describing the type of internship the student wants and how their background, education and experience support their application)</li> <li>6. PDF of student’s Passport photo and signature page</li> <li>7. Letter of reference (Trainee only) – the letter should clearly verify at least one year of work experience related to their degree/ field of study (on letterhead, signed and dated)</li> <li>8. Proof of Funds (applicant will need to demonstrate approximately \$1000 for each month of the internship term. A bank statement or letter dated within 90 days is required. If the funds are from a parent/ guardian, a letter affirming financial support should be included along with the parent’s bank statement or letter. All letters must be on letterhead, signed &amp; dated</li> </ol>
<b>STEP 3</b>	Our office will authorize you to sign signature documents digitally after review of your passport PDF
<b>STEP 4</b>	Digitally sign the a) Internship Agreement and b) The Refund Policy & Withdrawal Fees document and c) liability waiver
<b>STEP 5</b>	Complete the online questionnaires
<b>APPLICATION IS PROCESSED – ACCEPTANCE DECISION IS MADE</b>	
<b>IF ACCEPTED: FOLLOW STEPS 6-18</b>	
<b>STEP 6</b>	Submit refundable <b>Placement Fee Deposit</b> (refundable if we are unable to secure a placement commensurate with your background, education and experience)
<b>STEP 7</b>	Telephone or Skype interview is arranged
<b>STEP 8</b>	Placement is secure and confirmed



# International Internships LLC – USA Programs

Student Procedures, Pricing and Refund Policies - All fees are in (\$US)

<b>STEP 9</b>	Submit program Final Balance payment
<b>STEP 10</b>	Submit visa fees (see fee chart below)
<b>STEP 11</b>	Submit health insurance fee of \$65 per month
<b>STEP 12</b>	Training Plan (DS-7002) & Host Organization form is secured from host company
<b>STEP 13</b>	Trainee/ Intern Agreement is submitted by applicant
<b>STEP 14</b>	All documents are submitted to the Visa Sponsor Agency for review
<b>STEP 15</b>	Visa Sponsor Agency Interviews applicant and host company supervisor
<b>STEP 16</b>	Visa Sponsor Agency conducts the host company site visit: a one-time site visit is required at each new host organization that has fewer than 25 employees or less than \$3 million annual revenue.
<b>STEP 17</b>	Visa Sponsor Agency makes a decision on the application.
<b>STEP 18</b>	DS-2019 form is issued by Visa Sponsor Agency & mailed to applicant

## VISA FEES – Full-Placement (We find a host company)

J-1 Visa	
Placement Fee (need J-1 visa)	\$1,700
Placement Fee (No visa needed or OPT or CPT)	\$1,350
Months	Visa Fee-USD
1	\$ 1,300.00
2	\$ 1,375.00
3	\$ 1,450.00
4	\$ 1,525.00
5	\$ 1,600.00
6	\$ 1,675.00
7	\$ 1,750.00
8	\$ 1,825.00
9	\$ 1,900.00
10	\$ 1,975.00
11	\$ 2,050.00
12	\$ 2,125.00
13	\$ 2,175.00
14	\$ 2,225.00
15	\$ 2,275.00
16	\$ 2,325.00
17	\$ 2,375.00
18	\$ 2,425.00
Site Visit (if required)	\$250

## VISA FEES – Self-Placement (You find a host company)

J-1 Visa	
Self Placement Processing Fee	\$1,100
Months	Visa Fee-USD
1	\$ 1,300.00
2	\$ 1,375.00
3	\$ 1,450.00
4	\$ 1,525.00
5	\$ 1,600.00
6	\$ 1,675.00
7	\$ 1,750.00
8	\$ 1,825.00
9	\$ 1,900.00
10	\$ 1,975.00
11	\$ 2,050.00
12	\$ 2,125.00
13	\$ 2,175.00
14	\$ 2,225.00
15	\$ 2,275.00
16	\$ 2,325.00
17	\$ 2,375.00
18	\$ 2,425.00
Site Visit (if required)	\$250



# International Internships LLC – USA Programs

Student Procedures, Pricing and Refund Policies - All fees are in (\$US)

<b>Mandatory Fees- all fees in USD\$</b>	
SEVIS Fee - Paid by applicant to State Department	Approx. \$180
U.S. Embassy interview- Paid by applicant to State Department	Approx. \$160
<b>Site Visit fee</b>	
International Internships' visa office is required to perform a one-time site visit at each new host organization (company) that has not yet hosted a International Internships trainee/intern, AND that has fewer than 25 employees or less than \$3 million annual revenue. Our visa office shall be the sole determinant of the site visit requirement.	\$250
<b>J-2 Visa Sponsorship for Dependents:</b>	
Sponsorship for the J-2 Visa for each dependent wishing to enter the U.S. to join a current sponsored J-1 Intern.	\$800
Additional J-2:	\$350
<b>J-1 Visa Extension:</b>	
Extensions of J-1 Internship, J-1 Trainee visas (up to a maximum program duration of 12 months for interns, 18 months for trainees)	\$650 - \$850 (depends on duration)
<b>Host Company Transfer:</b>	
Review of an extension or transfer application for internships, training positions on the J-1 Visa Program shall be considered if the required application materials are first received by our visa office at least 30 days prior to the program end date indicated on DS-2019 or DS-7002	\$850
<b>DS-2019 Re-issue:</b>	
Issuance of a new DS-2019 Form to replace a lost or damaged DS-2019 Form or for any date changes to an already-issued form (includes postage)	\$200
<b>Expedite Fee</b>	
Complete application processed in 10 business days	\$550
<b>INSURANCE FEES</b>	
Monthly Rate	\$65

**Key:**

\* Application Fee is non-refundable.

\*\* Insurance fees are not subject to Agent rates. The J-1 visa allows for a 30 day travel grace period before and after the official start and end date on the training plan. Applicants are encouraged to buy insurance to cover any extra time they plan to be in the USA.

**Please note the above fees are subject to change without notice and are quoted in US Dollars. All payments made via credit card are subject to a 5% surcharge. All payments made via wire transfer are subject to a \$45 wire fee.**

**Health Insurance:** All participants are required to purchase (from us) and carry health insurance while in the USA in order to get a visa. We recommend that all participants purchase one additional month of coverage to cover the 30 day grace period allowed at the end of the program for personal travel. Contact our office for coverage details on the policy. (\$65 per mo)

**Proof of Funds:** Proof of Funds (applicant will need to demonstrate approximately \$1000 for each month of the internship term. A bank statement or letter dated within 90 days is required. If the funds are from a parent/guardian, a letter affirming financial support should be included along with the parent's bank statement or letter. All letters must be on letterhead, signed & dated. Statements must be in English or have an official translation from a translation agency of your choice.



# International Internships LLC – USA Programs

Student Procedures, Pricing and Refund Policies - All fees are in (\$US)

## International Internships LLC USA Program Refund Policy

**It is the responsibility of the applicant to ascertain that they are indeed eligible for the J-1 internship program before they apply. Acceptances are conditional that the documentation and CV submitted are true and valid and that the work or educational experience is true and valid. Any discrepancies uncovered during the process of issuance of the DS-2019 by our visa department shall be the responsibility of the applicant and refunds shall be made according to our policies as outlined herein:**

### Application fee and late application fee: Non- Refundable

### Visa Denials by Embassy or Consulate

- International Internships LLC is not responsible for a J-1 visa denial to any applicant by the U.S. Embassy or Consulate. The consulate reserves the right to deny any visa after the consular in-person interview.
- Refund of 50% of the visa fees (visa fees vary according to duration of the internship – see [Website](#) for current rates) The Deposit or Program/Placement fee and the application fees are non-refundable. Refunds are made if the following conditions are met:
  1. International Internships LLC Visa Sponsor Office has approved sponsorship for the Applicant;
  2. the Applicant is denied the J-1 Visa by a U.S. consulate or embassy
  3. the Applicant has not violated U.S. law and/or visa regulations nor falsified any documentation;
  4. International Internships LLC Visa Sponsor Office receives the original DS-2019 Form that was issued to the Applicant;
  5. the refund request is received no more than 6 months after the scheduled beginning of the J-1 training/internship program.
- If any of the above conditions are NOT met, International Internships LLC reserves the right to keep any and all fees paid by the candidate (or agency) and any refunds will be at International Internships LLC's sole discretion.
- M-1 Visas: Visa denials for programs offered in conjunction with MIM (The Manhattan Institute of Management) are subject to a refund of all program fees paid less a \$250 processing fee. All application fees are non-refundable.

### Withdrawal of Application by Applicant or Rejection by International Internships LLC or Visa Sponsor Agency

- **Withdrawal:** If the application is withdrawn by the applicant during the search phase of the internship placement the applicant shall forfeit \$500 of their deposit. The search phase begins immediately after receipt of the deposit. This policy is enforceable whether or not the candidate has received a placement offer at the time of withdrawal.
- **Withdrawal after placement confirmation:** If the candidate withdraws after a placement is confirmed with a host company the Program/Placement fee and application fees are non-refundable. If the candidate has only paid a \$500 deposit, they shall be liable for the full placement fee even if the Program/Placement fee balance has not yet been paid.
- **Withdrawal after placement confirmation and submission to visa sponsor office review:** If the candidate withdraws after a placement is confirmed with a host company, the candidate shall be liable for the full placement fee. If the candidate is seeking a visa and is not a U.S. applicant or F-1 student doing OPT or CPT, they will only be refunded 50% of any visa fees paid. All insurance fees will be refunded including the site visit fee if it hasn't been already completed. The Deposit or Program/Placement fee and the application fees are non-refundable.
- **Withdrawal after issuance of DS-2019:** If the candidate withdraws after the DS-2019 has been issued by the Visa Sponsor Office for any reason, the withdrawal policy shall be the same as if the candidate was denied a visa by the embassy or consulate. (see section above.)
- **Withdrawal/ Cancellation due to visa processing delays:** If the candidate withdraws because of paperwork or visa processing delays of any kind, the candidate shall be refunded 50% of any visa fees paid. All insurance fees will be refunded including the site visit fee if it hasn't been already completed. The Deposit or Program/Placement fee and the application fees are non-refundable. International Internships LLC is not responsible for pushing back start dates or changes to the timing of the internship duration nor if such delays push the applicant out of eligibility compliance.
- **Applicant Rejection:** If the application is sent to our visa sponsor agency for processing and fact checking, they reject the applicant or determine that the applicant is found to be ineligible for the program for any reason, known or unknown, then 50% of the visa fees paid shall be refunded. All insurance fees will be refunded including the site visit fee if it hasn't been already completed. The Deposit or Program/Placement fee and the application fees are non-refundable.
- **Self Placement:** In the case of an applicant who is conducting a SELF-PLACEMENT and is unable to find a host company who will take them. Any deposit paid to International Internships LLC shall be returned to the applicant at their request. If an applicant arranges a self-

International Internships LLC • PO Box 3604 • Placida, FL 33946 • Tel: (941) 375-2214

[info@international-internships.com](mailto:info@international-internships.com) • [www.international-internships.com](http://www.international-internships.com)



# International Internships LLC – USA Programs

## Student Procedures, Pricing and Refund Policies - All fees are in (\$US)

placement and International Internships LLC or our visa sponsor agency begins processing the paperwork or communicating with the host company in any way for said placement and the placement falls through or is rejected by the visa office for any reason, 50% of the visa fees paid shall be refunded. All insurance fees will be refunded including the site visit fee if it hasn't been already completed. The Deposit or Program/Placement fee and the application fees are non-refundable. Processing begins immediately upon receipt of the processing fee.

- **Placement Rejection:** If International Internships LLC finds a suitable placement and the placement offered to the applicant is turned down for any reason the refund shall be 50% of the visa fees (visa fees vary according to duration of the internship – see [www.international-internships.com](http://www.international-internships.com) for current rates) The Deposit or Program/Placement fee and the application fees are non-refundable. This policy is enforceable regardless of the timing of the issuance of the DS-2019 form. Applicants must understand that delays can and do occur and internship start dates may get pushed back.
- **Withdrawal after issuance of the I-20 (M-1 Visas):** Withdrawal from any programs offered in conjunction with MIM (The Manhattan Institute of Management) after issuance of the I-20 are subject to a refund of all program fees paid less a \$250 processing fee. All application fees are non-refundable.
- U.S. Citizens, Permanent Resident (Green Card holder), or F-1 students on OPT or CPT Training are subject to the same REFUND Policies outlined herein with regard to placement search or withdrawals from the program. Visas are not required and F-1 applicants are responsible for arranging any SEVIS status changes with their U.S. University.
  - *International Internships LLC shall be the sole determinant of the suitability of an appropriate placement: International Internships LLC defines a suitable placement as one that is in the applicant's field of study, commensurate with their education, background and experience. We do not guarantee any sector within an applicant's field. (eg. A marketing major wants to work in the fashion industry...we guarantee a marketing assignment but do not guarantee that it will be in the fashion sector.)*
- If International Internships LLC arranges placement interviews with potential companies and the candidate does not participate in the interviews as agreed they may be forcibly withdrawn from the program and the Deposit or Program/Placement fee shall be forfeit.
- If the Applicant cancels his/her J-1 Program at any time for any reason after arriving in the USA, no refund shall be provided.
- If the applicant doesn't show up for work or is fired from their internship for any reason, no refund shall be provided.
- If the host company closes or goes out of business, no refund shall be provided.
- All other refund cases shall be at the sole discretion and determination of International Internships LLC

### Inability to Secure an Internship Placement for the Candidate

- If the application is withdrawn by International Internships LLC due to the inability to find a placement commensurate with the candidate's education, background and experience, the applicant shall be entitled to a full refund of the Deposit or Program/Placement fee paid. International Internships LLC shall be the sole determinant that it has exhausted all possible placement opportunities and there is no set time frame for this determination.
- International Internships LLC shall be the sole determinant at to the date that any forced withdrawal or rejection will be made

### Health Insurance & Site visit Fees or Returning home

- If International Internships LLC has received a payment for insurance coverage and the request for insurance is cancelled before the VISA sponsorship is approved, we will refund the entire payment for insurance coverage in whole months
- If International Internships LLC has received a payment for insurance coverage and the request for insurance is cancelled after VISA sponsorship has been approved, we will refund whatever portion of the payment is refunded to us by the insurance provider in whole months. (after International Internships LLC has received that refund). In most cases a full refund is possible for coverage periods that have not begun at the time of cancellation.
- Site visit fees will be returned in full if the host company has not been visited at the time of cancellation or withdrawal.
- Candidate must return home due to personal illness or the documented death or severe illness of a parent/sibling: **No refund**

**(\*Any money transfer fees such as credit card, bank wiring and bank check fees, incurred by International Internships LLC shall be deducted from the refund amount. Credit card refunds are processed less a standard 5% fee unless said fee has been already paid/deducted beforehand.)**